Annex 1 - Application for obtaining a special status at the University of Maribor

**APPLICATION FOR OBTAINING A SPECIAL STATUS AT THE UNIVERSITY OF MARIBOR**

**for the category STUDENTS WITH DISABILITIES OR STUDENTS WITH SPECIAL NEEDS**

Name and surname:

Student ID number:

Study programme and option:

Year of study:

Mode of study: full-time part-time

Type of study: 1st-cycle professional 1st-cycle academic 2nd-cycle 3rd-cycle

Contact (mobile phone/e-mail):

I enclose the following relevant evidence to the application (circle the evidence you enclose):

* a certificate or expert opinion of a specialist not older than 3 months (mandatory),
* a photocopy of the decision on the orientation of the National Education Institute of the Republic of Slovenia,
* a photocopy of the latest Commission Expert Opinion on the Orientation of Children with Special Needs,
* a photocopy of the decision of the Center for Social Work,
* a photocopy of the decision of the Pension and Disability Insurance Institute,
* a report and opinion of the expert commission for the classification of children and adolescents (for older generations),
* a photocopy of the last Individualized programme,
* other expert opinions and reports.

I want to obtain the status of a student with special needs due to (please describe the problem, obstacle or disorder and how it affects your study):

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For more equal inclusion in the study process, please make the following adjustments:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Adjustment for lectures and practical classes | YES/NO | Comments[[1]](#footnote-1) |
| 1 | Use of special aids |  |  |
| 2 | Presence of an assistant - reader, writer |  |  |
| 3 | Presence of an interpreter for Slovenian sign language |  |  |
| 4 | Reduced presence, partial performance of tutorial from home, if this is feasible or permissible in order to achieve learning outcomes |  |  |
| 5 | Alternative forms of submission of written work |  |  |
| 6 | Accepting in advance the study material used in lectures and tutorials, if the student cannot obtain it on the spot in a form that is accessible for him / her.  |  |  |
| 7 | Recording of lectures and tutorial for personal use with permission or prior notice to the lecturer i.e. the higher education teacher or associate |  |  |
| 8 | Adjustment of practical tutorial and study literature |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Adjustments of examination and grading of knowledge | YES/NO | Comments |
| 1 | Taking exams outside examination periods, in agreement with the course lecturer |  |  |
| 2 | Taking a written exam orally |  |  |
| 3 | Taking an oral exam in a written form |  |  |
| 4 | Adjusting the form of exam papers |  |  |
| 5 | Extending the exam time  |  |  |
| 6 | Use of special devices such as magnifiers, electronic magnifiers, special pens, etc. |  |  |
| 7 | Taking written exams using a computer or some other appropriate and accessible device |  |  |
| 8 | Taking written exams with the help of a third party - a transcriber |  |  |
| 9 | Using a reader during the exam |  |  |
| 10 | Presence of a sign language interpreter during the exam |  |  |
| 11 | Providing of a special room for taking the exam |  |  |
| 12 | Adjustments in the room or equipment adjustments |  |  |
| 13 | Short breaks between exams |  |  |
| 14 | Reasonable longer deadlines for submitting seminar papers and other study obligations |  |  |
| 15 | Possibility of performing certain study obligations in a pair with a student without a disability |  |  |
| 16 | Other reasonable adjustments required to assess the knowledge of a student with special needs |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Adjustments in the library | YES/NO | Comments |
| 1 | Longer material borrowing time |  |  |
| 2 | Possibility to borrow reading material for use at home |  |  |
| 3 | Providing help at material search |  |  |
| 4 | Borrowing of materials by the student's assistant, if the library is inaccessible to the student |  |  |

Other important comments or adjustments proposed by the student:

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In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In the notes, the student can list different options: e.g., whether he / she needs these adjustments only occasionally or continuously, and adds a brief description of the adjustments if necessary. [↑](#footnote-ref-1)